

Personal Information Update

Please provide the following information:

1. Email Address:

2. AKO Account:

* IAW DA and USARPAC guidance, all USARJ active duty military, Civilians, National Guard, and Reserve personnel will establish an Army Knowledge Online (AKO) account by 01 Oct 01. AKO is located in the following Uniform Resource Locator (URL: <http://www.us.army.mil/>)

3. Mailing address:

4. Phone numbers, both home and work, include area code. Fax and cell phone number if you have one.

5. Type and date of security clearance:

6. Physical/HIV expiration date:

7. Eligibility for any awards and ribbons:

8. Date of Birth (DOB)

9. For NCO soldiers, date of the next enlistment:

10. For Officers, please, attached a Biographical summary and/or ORB

11. Any additional information you feel we need to know with explanation:

We request all IMAs assigned to Japan contact their respective section's POCs to coordinate their AT dates. Please, have your section inform us on the agreed AT dates. Our office will submit your Request For Orders. This process will allow us the flexibility to change or amend orders in a timely manner. Your cooperation is greatly appreciated.